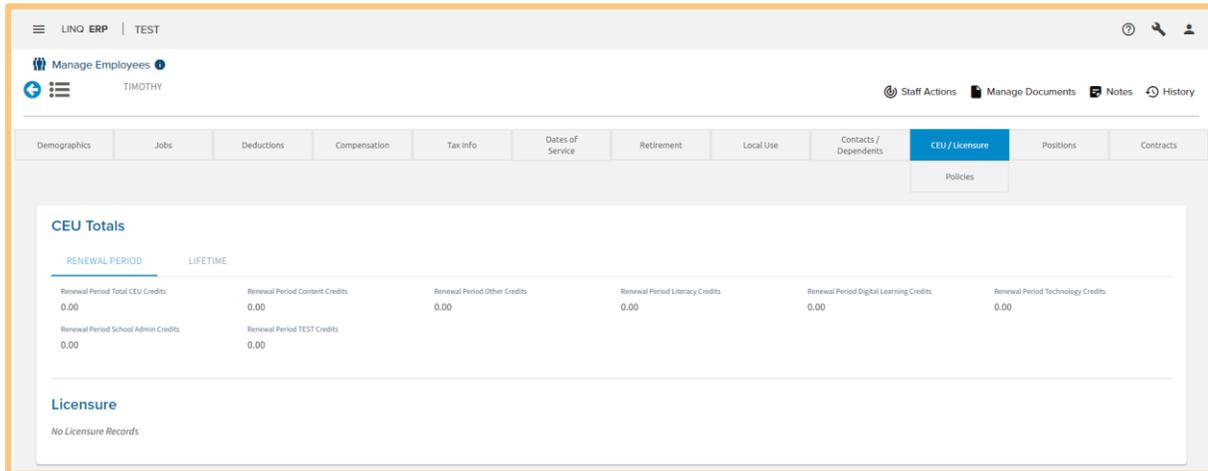
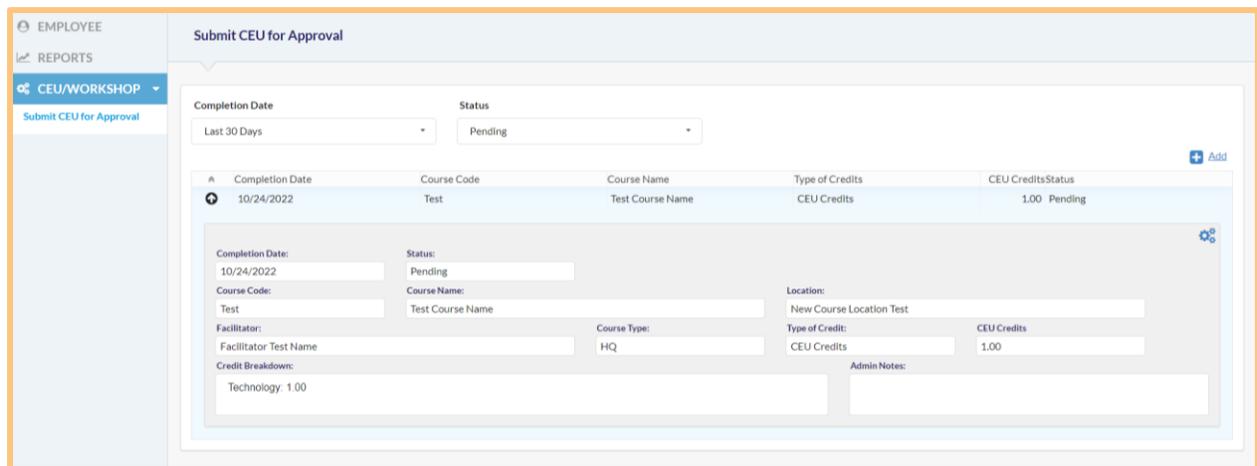


Once CEU setup has been completed, HR users can add CEU courses directly to an employee’s Course History in **Human Capital Management > Manage Employees > CEU/Licensure**. From this tab, HR users can also view employee CEU history that falls within the CEU Renewal Period.



In the Employee Portal, employees will add new CEU requests, request approval, manage existing requests, and view their CEU information.



CEU requests from the Employee Portal display for HR users in **Human Capital Management > CEU/Workshop > Review Employee Submitted CEUs**. From here, HR users can view all submitted CEU requests and approve/deny requests.

Review Employee Submitted CEUs

Employee #	Employee Name	Course Code	Course Name	Approval Status	Type of Credit	CEU Credits	Documents Included
990215	ATEST1	ME1 Course	ME1	Pending	CEU Credits	1.25	
A99020	ATEST6	1124	Course 3	Pending	CEU Credits	4.00	
A99020	ATEST	1123	Course 2 of 10	Pending	Semester Hours	3.375	

Employee: ATEST6

Course Name - Code: Course 2 of 10 - 1123 Completion Date: 08/31/2022 Request Date: 09/07/2022

Course Location: Location Course Facilitator: Fran Document Count: 0

Course Type: HQ Type of Credit: Semester Hours Semester Hours: 2.25 CEU Credits: 3.375 Credit Breakdown Total: 3.25

Credit Breakdown
Content: 1.00, Digital Learning: 0.25, Technology: 2.00

During this process, employees can search through their submission history and can edit or delete pending requests in the Employee Portal.

View / Edit Submit CEU for Approval

Status: Pending

Completion Date: 10/24/2022

Course Code: Test Course Name: Test Course Name

Test - Test Course Name Location: New Course Location Test

Facilitator Test Name

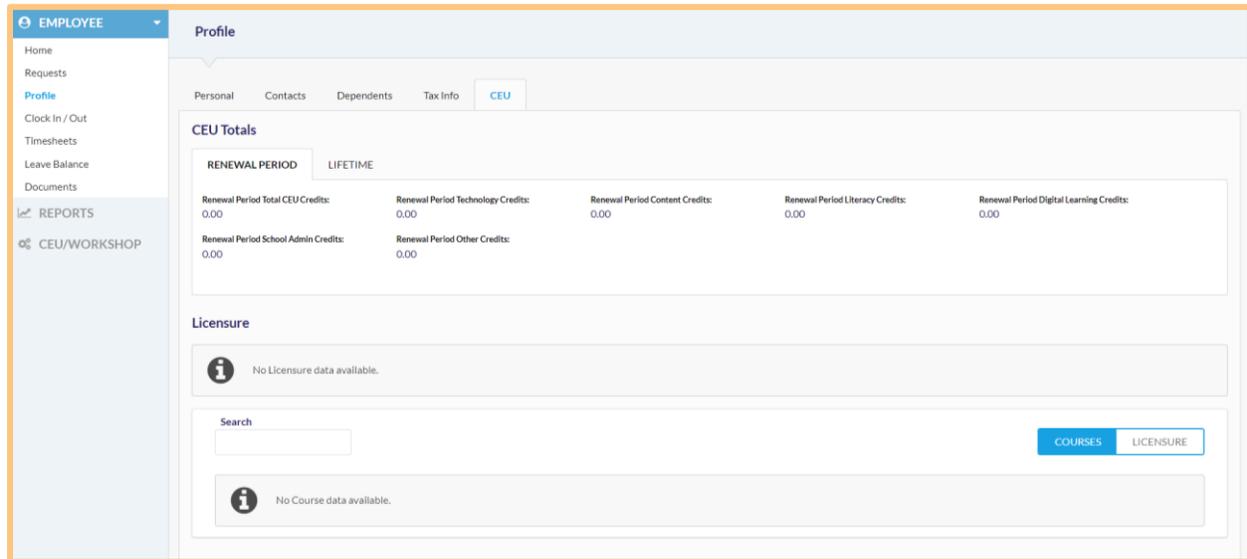
Course Type: HQ Type of Credit: CEU Credits Credits: 1.00

Supporting Documents: 0

Type	Credits
Technology	1.00
Content	0.00
Literacy	0.00
Digital Learning	0.00
School Admin	0.00
Other	0.00
TOTAL:	1.00

CANCEL SAVE

In addition, the employee’s profile displays CEU information by Lifetime or by Renewal Period, Licensure Information from DPI, and Course History.



Three reports are available to HR users in LINQ ERP NC with this feature: CEU History By Course, CEU History By Employee, and CEU Totals.

- **CEU History By Course:** This report allows the user to print a report of the history of CEUs by course.

